

Procedures for Applying for a State Fair Job (Please read before filling out application)

Only the application page should be returned to the Human Resource Department.

- Complete the attached application, making sure you put the job title for the position you are applying. The job titles and descriptions are included in this packet. It is very important that you fill the application out completely and neatly. **You must complete a separate application for each position you are applying for.** Applications can be mailed or hand carried to:

California Exposition and State Fair
1600 Exposition Blvd.
Sacramento, CA 95815
Attn: Human Resource Department

- It is very important you complete the availability section on the application. Let us know when you will be able to work. Some positions may require that you be able to work evenings, nights, weekends and holidays.
- Your application will be reviewed and distributed to the appropriate supervisor for the position you are applying. The Supervisor will review your application and contact you by telephone for an interview. **Most interviews will not begin until June or July.** If you have not been contacted by the 3rd week of July, you may call (916) 263-3114. Applications will remain on file until the last day of the fair.
- If you are successful in the interview process, the hiring supervisor will contact you regarding the next step of the hiring process. A job offer is contingent upon your successful completion of the entire hiring process. You will be contacted to complete paperwork and must have the following documents: **Driver's License or ID Card, or School ID with photo, or Military ID**
And
Social Security Card or a Birth Certificate
- The job offer is not final until you have completed the entire process, and have been contacted by the hiring supervisor either to confirm your start date or to attend an orientation session.
- You will also be subject to a Megan's Law check. Fingerprints and drug testing may also apply.
- **A work permit is required if you are under 18 and have not graduated from High School.** This is not needed until the job has been offered to you. If school is not in session, or you attend a private school or are home schooled, you must go to the district office to obtain the work permit application.

Listed below are the numbers for school districts in the Sacramento area that handle the work permit process:

- Elk Grove Unified School District (916) 686-7726
- Folsom/Cordova Unified School District (916) 355-1100
- Grant Union Unified School District (916) 286-4900
- Natomas Unified School District (916) 567-5400
- Sacramento City Unified School District (916) 643-7400
- San Juan Unified School District (916) 971-7160
- Washington Unified School District (916) 375-7600

After obtaining your work permit application, complete the form and take to the Cal Expo Human Resource Department and they will sign your application. Take the application back to your high school/district office and they will issue the work permit. You must have the work permit before you will be allowed to fill out your hiring packet.

Job Descriptions for the California State Fair

Custodian	Maintain cleanliness of fairgrounds. Must be willing to work evenings, weekends and holidays. May be on feet for long periods of time outdoors (rain or shine).
Gate person	Take tickets from guests. May stand for long periods of time outdoors (rain or shine). Must be at least 18 years of age.
Carnival Cashier	Sell tickets and wristbands to fair guests. Responsible for verifying a change fund, making change accurately and balancing daily sheets. Must be 18 years of age and have cash handling experience. Background checks will be required.
Parking Lot Seller	Sell parking tickets to guests. Give directions and answer questions from guests. Seller is responsible for verifying a change fund, making change accurately, and balancing sales daily. May stand for long periods of time outdoors (rain or shine).
Lot Director	Responsible for setup and tear down of parking lots. Direct cars to available spaces, open and close parking areas and provide gate control. May stand for long periods of time outdoors (rain or shine). Must have a positive customer service attitude.
Painter Helpers	Work under the guidance of painters in the preparation and painting of the facility.
Painter	Prepare and paint facilities and displays located around the grounds.
Carpenter	Build displays and perform maintenance on the facility.
Carpenter Helpers	Assist carpenters in the construction of projects, displays and setup of the fair.
Equipment Operators	Drive water truck, forklift etc., Must have Class A license with printout.
Automotive Mechanic	Repair of trucks and cars. Must have Class A license with printout.
Monorail	Maintain and repair trains electrical equipment such as motor-generators, switches, contractors, relays AC/DC motors, etc. Maintain and repair track electrical vaults, track conductors and track train control.
Plumber	Install, maintain, troubleshoot, inspect, and repair water, gas, sewage, fire control, steam and refrigeration systems. Complete paperwork with plumbing department.
Electrician	Perform skilled electrical work on fair grounds. Will be required to troubleshoot and repair electrical systems and fixtures.
Landscape Worker	Maintain landscapes and hard surfaces. Install plant material, soil preparation and debris removal, maintain equipment. Operate loud equipment in dusty and varied climatic conditions. Perform sprinkler repairs.

Phone Center

Answer all calls pertaining to a variety of issues relating to the fair. High-pressure environment and calls will be steady throughout the shift. Positive attitude and strong communication skills are mandatory.

Customer Service/Info

Answer inquiries from State Fair guests regarding schedules and locations of events and facilities. Positive attitude and strong communication skills in customer service are mandatory. May stand for long periods of time outdoors (rain or shine).